



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657

Minutes of the Meeting of the Full Governing Body Held On Wednesday 13th July 2016 at 5pm at the School

Present :	E Steele (HT) P Bleckly(PB) A Williams (AW) N Williams (NW) C Roast (CR) S Hall (SH) C Collins (CC) K Ashman (KA)	Head Teacher Authority Governor Chair , Co-opted Governor Co-opted Governor Co-opted Governor Parent Governor Co-opted Governor Staff Governor
In attendance :	J Dunn (Clerk) M Leask (ML) V King (VK)	Local Authority Clerk School Business Manager left 5.41pm Sports Leader left 5.16pm
Apologies:	None	
Absent:	P Kilner (PK)	Parent Governor
Quorum:	Present	

Agenda Number		Action Points
1.	Welcome and Apologies for Absence: The chair opened the meeting at 5.03pm and welcomed everyone. The chair confirmed that no apologies had been received from P Kilner. A quorum was declared by the clerk.	
2	Declarations of Pecuniary Interest: No additional declarations where made.	
3.	Agree Any Urgent Business: None.	
4.	Sports Leader Presentation: A report had been previously circulated. The HT explained that the sports leader had been asked to attend today's meeting to present her report and show accountability. V King entered the room at 5.05pm and was thanked for coming along to speak to the governors and the report she had sent out. VK explained that she had received some questions prior to the meeting but due to the short notice had not been able to a prepare full reply, but would try to give the governors more information. VK said that she will send the HT full answers after the meeting. Governor questions to VK sent in advance:	Circulate replies to sports leader questions to all governors once received (HT)

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Do you have any data to demonstrate the impact of Sport Premium funding, apart from the extracurricular clubs? I will send the data out to you. The more able group were targeted and given a chance to compete more. We held four festivals this year which was an improvement on the two held last year and none the year before that. Sports has been collaborative with ten festivals for the Infants and Junior School age children which is the same as last year against it just being football in 2013/14. We targeted a group of children who are either not very sporty or lacking physical dexterity and entered a "Just Do It" festival. The school will automatically be invited to this next year. There is now increased participation in school sport with 72% in the Infant School and 92% in the Junior School, compared to 21% in the Infant School and 74% in the Junior School last year. Again the figures will be confirmed to the HT for you. A lot of sports equipment has been purchased which has directly impacted on the participation in a range of sports.

What exactly has improved the percentage of extracurricular clubs so significantly? A lot of this is down to Mrs Millard who has provided a greater range of clubs and signposted children to other clubs, which has had significant results.

Has the number of opportunities for the children to take part in competitive and non-competitive events increased significantly? It has doubled in the Infant School this year and there is a massive increase in the Junior School since last year. We have set an aspirational target of maintaining the Gold Kite mark level and they are working at a very high standard which is exceptional in comparison to other schools in the country.

Could you provide more detail on your comment under objective 1 regarding "more opportunities for children – outdoor education, British Gymnastics badges"? Mrs Millard has more information on this, but we ran a gymnastics course targeted at pupil premium children and identified others who could benefit. Mrs Millard has been very active and run rock climbing for Year R etc. I will get the information for you and send it out.

How have you assessed the improvement in the quality of teaching and learning under objective 2? I have used the Hampshire Healthy Schools toolkit which shows how the quality of teaching and learning has impacted on the wider curriculum. I can provide a copy on request.

Question from the meeting – Is this a quantitative or subjective measurement? Subjective but with a trained eye. I work in cluster schools and discuss with HTs (although not done at Haselworth) and have had external verification of my ability and training from county.

Question from the meeting – It is good that there is a toolkit now, would you say it is robust? It is robust but there are elements within in that I would question. As a note, Ofsted anticipate a child's progress in PE to match attainment in maths and English.

There were no further questions and the chair thanked the sports leader for her report. VK left the meeting at 5.16pm.

The HT tabled a report detailing how many children have participated in various sports over the year and confirmed Key stage 1 (KS1) at 92% and KS2 at 93%, although governors should note that football is a large part of this and if taken out the numbers drop by 13%. The HT said that Mrs Millard has been particularly



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	enthusiastic and tracks all clubs and attendance. Gymnastics had 100% attendance for pupil premium children and Mrs Millard was tenacious in ensuring they got there, which has fed into the ethos of the school. Football springboards into other sporting areas and a number of other sports have been introduced this year such as “Chillax” – yoga for children. Governor question to the HT: What percentage of children now take part in some form of sporting activity? 92% in KS1 (not including Reception) and 93% in KS2. The Football club has grown this year and is now regularly attended as the children learn resilience. We get new children signed up as soon as we can as it helps with social bonding. In addition we have Mrs Lakey running a kitchen club (paid) twice a week, which currently has a waiting list and they cook good honest food made healthily. The chair thanked the HT for her update.	
5.	Resource and Premises Committee Minutes 29th June 2016: The minutes had been previously circulated. The confidential minutes were tabled. CR apologised for the delay in circulating the minutes due to some IT issues in school and checked that everyone had had the chance to read them, this was confirmed. The following discussion was confidential and is recorded on separate minutes.	
5.a	Finance and Budget Update: ML confirmed that the statutory budget reports together with itemised spreadsheets had been previously circulated and asked the governors to ensure the figures match. This was confirmed. ML explained that the reports show the month on month spend with an explanation for any variances, which ties into the Schools Financial Value Standard (SFVS). The HT signs off the reports on a monthly basis and these are discussed in detail within committee. The three year plan is being linked to the School Development Plan (SDP). The midyear budget revision will be presented to the Resources and Premises committee in November. The following discussion was confidential and is recorded on separate minutes. ML confirmed that the Devolved Budget has a balance of £16,492 (sixteen thousand, four hundred and ninety two pounds) and some of this will be used to purchase a Promethium interactive white board. Governor question to ML: School communication SC014336 refers to a potential increase or decrease in pupil premium funding, has Haselworth been affected? The HT said that the school had received an additional £4,000 (four thousand pounds) top up and are a school that has benefited. ML confirmed that this has been reflected in the budget spreadsheet. The chair thanked ML for her update and for the work she has done with budgets	

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	over the past year and the impact she has had on governance.	
5.b	Health and Safety Audit Form: The HT confirmed that this has been completed with the site manager and sent off.	
5.c	Fire Safety Management Plan: The HT confirmed that this has been discussed within committee and all teachers have completed Fire Marshall training. The management plan has been drawn up and will be amended if required once it has been tested out. The plan meets all legal requirements. The chair confirmed that the plan will come to governors once the HT and herself have reviewed it with the site manager.	
5.d	SFVS - Inventory: PB confirmed that he had completed this with E Cox and signed off the audit. Due to issues with the equipment, the security mark will be tested at a later date. ML confirmed that all staff iPods and laptops will be checked over the summer holidays once the school is empty and all reports will be filed in the SFVS file in the office.	
5.e	Service Level Agreements (SLAs): CR thanked governors for questions submitted previously with regard to SLAs and confirmed that a list had gone out for review within committee and that IT and Music have been completed. The chair confirmed that all SLAs will need to be renewed in the Autumn term. The chair thanked CR for his updates. ML left the meeting at 5.41pm.	
6.	Headteacher's Written Report: Previously circulated. The HT apologised for the delay in sending out the report and checked that all governors had had the chance to read through it with the data summary. This was confirmed. The HT went through the report with the governors and highlighted: • There are currently 126 pupils on roll. • Year 2 start with 15 next year and an official pupil admission number (PAN) of 20. • Attendance is 95.3% which is 1% up on last year with a target of 96%. The target has been met at times throughout the year but it needs to be sustained. • The number of Looked after Children (LAC) has reduced due to changes in care plans. • All children who previously held statements of Special Educational Need (SEN) have now received Education, Health and Care Plans (EHCPs). • The assessment of children with special educational needs and disability (SEND) has changed and the Learning and Leadership Partner (LLP) has confirmed that she is happy with the systems in place and that the school	

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now needs to make better use of target setting, looking at different domains and specific barriers to learning.

- The Pupil Premium spending and impact report will be brought to governors in September 2016. The data summary reports sent previously have been broken down for all vulnerable groups and the SATs data now helps to show the impact of how the funds are spent.
- The impact of investment in Read write inc. has been clear with 80% passing in Year 1, including 83% of pupil premium children compared to 77% on non-pupil premium children. The gap for reading is 5% (less than one child).
- The residential trip has impacted children throughout the year having been held in the Autumn term. Hampshire's 100 Pupil Premium child tracking sheet was used before the trip to give a baseline and they can see a considerable difference, with 100% increase in their readiness and attitude and 100% improvement in engagement levels.

Governor questions to the HT:

Why do you think it made such a difference? KA said that being away from home and experiencing things they had not done before, thinking for themselves and having routines that helped them enormously. Four children have not yet signed up for this year and they may use Pupil Premium funds to assist and push to get them to go. Being earlier in the year means that the impact is seen throughout their final year, rather than the secondary school seeing all the benefit.

- Achievement data shows that the vulnerable groups gaps are closed and reflects the priorities of the new plan. Maths will be a priority on the new plan for Pupil Premium spending.
- SATS data is a really positive picture and the school is above national across the board, apart from Maths in KS1 which equates to less than one child.
- Good Level of Development (GLD) is 85%, up from 60% last year.
- Year 1 phonics screening 80% and Year 2 re-takes 100%, up from 50% last year.

Are you seeing the same type of improvement in KS1 to last year? Yes it is a 60% improvement for reading, writing and maths. Considering the children came into Year 1 with only 47% GLD it shows they have really closed the gap.

The HT explained that there is a very mixed picture for KS2 results across the country and Gosport in particular and Haselworth is one of only a few schools in Gosport who have achieved above national.

The governors said that they are very proud of the children and staff in the school for this achievement and they had all worked extremely hard, well done. The HT said that it a celebration for the whole school and is good for the children, parents and staff.



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	The HT said that the data does not match teacher assessments, but that has been discussed and they know they have the evidence and the children are secondary school ready. Will you get any feedback from Bay House to confirm your teacher assessments after the children go up? We will be sharing our domain data analysis so they can look at gaps and inform their teaching. We have had feedback that our children do well when they get to Bay House, emotionally as well as academically. Have they had transition days? They have had two visits which were very positive and we had feedback of how well the children behaved. • The Sports Premium statement is on the website and it is now about what we do moving forward and planning for the future. We have support from a specialist leader in education (SLE) and will work on leadership and gymnastics throughout the school. Bay House have confirmed that they will release a teacher for two afternoons per half term on a range of different sports and we can access their facilities and equipment. We will pay for their time but not the facilities. We have been asked to work with another local Primary School on sports festivals in Fareham and Gosport focussing on transition and bringing unusual sports back to the school. • The SDP has been updated and will be circulated to all governors. It has been slimmed down to a three year plan with one year priority areas. • Changes to staffing. The following discussion was confidential and is recorded on separate minutes. • No exclusions for the whole year which is clear evidence of the impact of the changes to dealing with behaviours. The Lennox Centre has not been in contact since March 2016, although there are currently four children attending. • On track to achieve the Gold award for the Primary Science Quality Mark, with excellent feedback for Miss Collins. Well done. • The Bronze accreditation has been confirmed for Philosophy for Children (P4C) and the P4C leader delivered governor training on the 12th July 2016. The governors said that they had been very impressed with the P4C training and thank you and well done to Ms Hosmer. • The school has hosted a Science, Technology, Engineering and Mathematics (STEM) networking meeting for Fareham and Gosport teachers which had been very successful. Thank you and well done to Miss Collins. • Formal lesson observations have been completed and actions in place if not good or better. • Safeguarding – The school is working with Agile to look at the IT systems and whole school refresher training will take place on the 5th September 2016. All governors should attend. • There have been two bullying incidents which have been dealt with since April 2016 and no racial incidents.	
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	The chair thanked the HT for her report and for a very successful year.	
7.	Governor Matters: • Governor Term Dates: The chair confirmed that P Kilner's term of office comes to an end on the 24th September 2016 and the parent vacancy will need to be advertised. The clerk has sent the latest guidance to the chair and it was discussed and agreed that the school advertise the vacancy at the beginning of the autumn term. • Confirm Meeting Dates 2016/17: The chair confirmed that these had been agreed in SPEC and circulated previously. There were no amendments.	Parent governor vacancy to be advertised September 2016 (HT)
8.	Governor Training: • Feedback from Governor Training Undertaken: SH confirmed that a list of booked and attended governor training courses had been previously circulated along with a full list of e learning (including external providers) and guidance. SH recommended that governors use the e learning as it will not be available next year and has been paid for. The chair thanked SH for gathering all the e learning information which is extremely useful. The chair confirmed that the skills audits will be completed in September 2016.	
9.	Governor Monitoring and Link reports:	
9.a	Link Governors: The chair thanked governors for the visit report forms that had been sent in and said that the HT would like to deliver some training to governors in the new academic year around monitoring visits and relationships with staff. The chair said that she would like to ensure that the link governor structure going forward is tied into the SDP to reduce the workload on governors and teachers. Subject leaders will be asked to present to committee and the link governor structure will have a focus on strategic governance with impact. The next meeting will review the structure.	
9.b	Child Protection and Safeguarding Governor Update: • Arrangements for the Safeguarding Audit (due by 31/10/2016): The chair confirmed that the audit will be completed. • Keeping Children Safe in Education Guidance: The chair checked that all governors had read and understood the latest guidance, which will come into effect on the 1st September 2016. The chair confirmed that she will meet the HT at the end of the summer holidays to review the latest information from county and ensure the policies and guidance have not changed.	
10.	Minutes of the Previous FGB Meeting 18th May 2016: Previously circulated, the confidential minutes were tabled. • Approval:	

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	A governor asked that on page 4 the initials CW should be changed to AW. With this amendment the minutes were approved unanimously as a true record and signed by the chair. • Matters Arising: Action 28, agenda item 6: The chair confirmed that this action is due in Autumn 2 and is to be carried forward. Action 31, agenda item 4.a: The chair confirmed that the terms of reference (TOR) and programmes of work for the Resources and Premises committee had been amended and reviewed as requested. Action 32, agenda item 7: The chair confirmed that SPEC had discussed governor recruitment as requested. Action 33, agenda item 9.a: The chair confirmed that most governors had met with their subject leaders on the 21st June 2016. Action 34, agenda item 13.e: The chair explained that the First Aid Policy had not been referred to the Resources and Premises Committee as ML had carried out a first aid risk assessment and no changes were required. Action 35, agenda item 13.g: The chair said that she is currently investigating model TOR for a lettings committee and this item should be carried forward. There were no further matters arising from the minutes.	
11.	Curriculum and Data Committee Meeting 27th June 2016: Previously circulated. The chair asked that the committee name be changed to "Curriculum, Standards and Achievements Committee" in recognition of its purpose. The governors unanimously approved the change in name. There were no questions from the governors.	
12.	SPEC Committee Meeting 23rd May 2016: Previously circulated. The chair confirmed that the next meeting will be held on the 18th July 2016.	
12.a	Policy for ratification • Anti-bullying Policy . Previously circulated. The chair explained that a children friendly policy had been compiled by the children to sit alongside this policy and this will be brought to the next meeting for governors to see. This will go out to all children and parents in September 2016 and includes a focus on e safety. The governors' attention was drawn to page 6 (number 15) where Fundamental British Values and Preventing Radicalisation has been noted. This phrase will be included in other policies as they are reviewed. The safeguarding and e safety policies have been tied in with the changes outline in Keeping Children Safe in Education and work carried out within the e safety working party. The policy was unanimously approved.	
13.	Approve Terms of Reference (TOR) and Programmes of Work (POW):	
13.a	Resources and Premises Committee: Previously circulated. The governors approved the following delegated powers:	

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	• Approve the mid-year budget revision. • Authorise the Headteacher to spend no more than £5000 of any expenditure code without Resources and Premises Committee approval. The TOR and POW were unanimously approved.	
13.b	Curriculum Standards and Achievement Committee: Previously circulated. The HT confirmed that a termly report from the sports leader had been added into the programme of work. The TOR and POW were unanimously approved.	
14.	Policies and Procedures for Approval/Ratification:	
14.a	Child Protection Policy: Previously circulated. The chair confirmed the policy includes all new guidance and will be shared with staff. The policy was unanimously approved.	
14.b	Safeguarding Policy: Previously circulated. The chair confirmed the policy includes all new guidance and will be shared with staff. The policy was unanimously approved.	
14.c	Statement for Dealing with Allegations Against Staff: Previously circulated. The chair confirmed that this is from the latest guidance. The policy was unanimously approved.	
14.d	Allegations of Abuse Against Pupils: Previously circulated. The chair confirmed that this is from the latest guidance. The policy was unanimously approved.	
14.e	Critical Incident Plan: Previously circulated. The chair confirmed that this has been shared with all staff. The policy was unanimously approved.	
14.f	First Aid Policy: The chair confirmed that this no longer required amendment as previously discussed.	
14.g	Home School Agreement: The chair explained that this will be taken to SPEC for review as it is no longer a statutory policy.	
14.h	Collective Worship Policy: Previously circulated. The policy was unanimously approved.	
14.i	RE Policy: Previously circulated. The policy was unanimously approved.	
14.j	Acceptable Use of ICT Policies for Staff and Pupils: Previously circulated. The HT explained that she will be talking to Agile regarding	

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	security of pass words and usernames ready for September. The policy was unanimously approved. The chair confirmed that the Lone Worker Policy will be brought to governors at the next meeting.	
15.	Confirm the Date of the Next Meeting: The date of the next FGB was confirmed as Wednesday 12th October 2016 at 5pm.	
16.	Correspondence: <i>(all communications and correspondence items are e mailed weekly to governors by the clerk and the school governor zone is updated with key documents; governors are advised to check regularly)</i> Previously circulated: Legislative Updates	
17.	Any Agreed Urgent Business: None.	
18.	Items for the Next Agenda: - HT verbal report - Approve behaviour and discipline policy - Approve privacy notice - Approve Pay Policy 2016/17 - Approve Performance Management and Capability Policy - Approve localised MOPP policies as required - Approve Lone Worker Policy - Receive plan for and approve any offsite visits - Annual Pecuniary interests log (sign and arrange to post to the web site) - Annual adoption of Governor Code of conduct (sign) - Agree External advisor for HT performance reviews - Adopt HCC Governors good practice guide - Discuss governor attendance 2015/16 (and post to web site) - E Safety Group Feedback - Adopt MOPP - Adopt Manual of Financial Practice and statement of financial expectations - Safeguarding Audit - Terms of Reference and Programmes of Work – ad hoc committees and SPEC - Committee membership and link governors - Governor Recruitment The chair thanked the governors for their all their hard work over the past academic year as it had been very challenging. The chair wished everyone a good summer break and closed the meeting at 7.07pm.	

ACTION SUMMARY

Action number	Agenda item	Action Required	Who	Completed
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28	6	HLTA/supply cost tracking to Resources and Premises Autumn 2	CR	Due Autumn 2 2016
35.	13.g	Draw up TOR for letting committee	AW	
36	4	Circulate replies to sports leader questions to all governors once received	HT	
37	6	Parent governor vacancy to be advertised September 2016	HT	

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